

**RAMAPO COLLEGE OF NEW JERSEY  
ACADEMIC REVIEW COMMITTEE (ARC)**

Meeting Minutes of  
Wednesday, December 10, 2003  
11:00 A.M. to 1:00 P.M.  
SAB Sanyo Conference Room (A-224)

All members present: S. Klein (SAB), Chair; S Gorewitz (CA); R. Mentore (TAS); E. Risch (LIB); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member).

The meeting convened at 11:01 A.M., at which time the minutes of the December 3, 2003 meeting were approved.

**ARC Discussion Items**

**SGA's Proposal to Extend the Add-Drop Period:**

S. Klein distributed copies of ARC's letter that he had sent to M. Kaulius, Secretary of Academic Affairs, Student Government Association (SGA), detailing ARC's recommendation to extend the Add-Drop Period to seven days. S. Klein shared the email that he had received from Provost Pfeiffer commending our process and handling of this recommendation.

**ARC Report #11 to the Faculty Assembly:**

The ARC reviewed the final form of our ARC Report #11 to the Faculty Assembly to be presented later this afternoon.

**Program Review Process:**

S. Klein distributed the latest draft of the Program Review Process, which will conform to the Academic Issues Committee Manual of the New Jersey Presidents' Council. He indicated that he had asked for and received input from the Provost, who complimented us on this form. After reviewing it, we agreed to further revise it, and will email our suggested changes to S. Klein, who will also provide each of us with access to this Manual.

**January Meetings:**

Because of scheduling conflicts, our January meeting days have been changed to January 12, from 11:00 A.M. to 4:00 P.M. and January 15, from 10:00 A.M. to 4:00 P.M..

S. Klein distributed copies of The Teacher Education Task Force Report, the Study Abroad Task Force Report, and The CLA II Committee's Revised General Education/School Core Proposal, all of which will be discussed at these two meetings.

M. Ecker raised the question as to whether we should be discussing the Teacher Education Proposal prior to ASEC's report, F. Shapiro-Skrobe presented a rationale for doing so, and a brief discussion followed.

### **Spring 2004 Meeting Schedule:**

S. Klein distributed a preliminary ARC meeting schedule for the Spring 2004 semester. It is subject to change and still needs to have added the dates of our joint meetings with the Faculty Assembly President (FAP), the Faculty Assembly Advisory Council (FAC), and the Provost. E. Risch agreed to reserve the Library Conference Room for those joint meetings.

### **Academic Schedule:**

M. Ecker alerted us that N. Mackin will be proposing a change to the Academic Calendar that will have to be negotiated with the AFT, as it would entail beginning the academic year prior to September 1.

### **ARC Self-Assessment:**

ARC members shared feedback that they had received from their respective units. People were generally happy with ARC's organization and functioning. All units and convening groups were asked to review the ARC's Self-Assessment Report and all pertinent documents on the FA Website.

### **Honor Code Statement:**

M. Ecker asked us to table C. Hovanec (AIS)'s Honor Code Proposal, as she has some new proposals to tighten up our Academic Integrity Policy. We recommended that C. Hovanec's proposal be sent to the Academic Integrity Task Force.

### **Senior Seminar:**

S. Klein reported that the "crisis" concerning a shortage of Senior Seminars for graduating seniors was now over. We decided that we need to formalize the role of the school deans, L. Padley's office, and ARC, and the collaborative process among all three so that we do not face this situation again.

### **ARC Decision Items**

#### **Course Requests:**

1. ARC Request #94 (K. Finnegan, Athletics). **ZCON 2XX Health and Lifestyle (2 credits)**. This new course request was approved.
2. ARC Request #98 (I. Lopez, AIS). **ALNG 3XX Latin American Literature and Film (3 credits)**. This new course request was processed with "First-Time" Status. The number of credits needs to be added to the syllabus.

3. ARC Request #99 (I. Lopez, AIS). **ALNG 3XX Hispanic Women's Voices and Images (3 credits)**. This was processed with "First-Time" Status. The number of course credits, the list of required readings, and the prerequisites need to be added, as students must have completed the intermediate year of Spanish in order to register for this course.
4. ARC Request #100 (I. Lopez, AIS) **ALNG 4XX Latin American Literature Up to 1900 (3 credits)**. This was processed with "First-Time" Status. The number of course credits and prerequisites need to be added, as the course will be conducted in Spanish. Also, the word "Up" should be deleted from the course title, while the fact that it is "Writing-Intensive" should be added. Also, the instructor needs to make clear how it is writing-intensive..
5. ARC Request #101 (I. Lopez, AIS) **ALNG 4XX Latin American Literature Since 1900 (3 credits)**. This was processed with "First-Time" Status. The number of course credits and prerequisites need to be added, as the course will be conducted in Spanish. Add that this is a writing-intensive course and explain how it is writing-intensive. Finally, clarify whether this will be offered in the Fall or Spring semester.
6. ARC Request #103 (S. Pinn, SSHS) **MMET 3XX (Voodoo and Other African Religions in the New World (3 credits)**. This course was approved. However, it was recommended that the instructor check the spelling of "voodoo" ("vodoun"?), be consistent in choice of spelling, and eliminate surface errors. It was also recommended that he consult S. Gorewitz re: the Rodman Gallery and the film "The Divine Horseman".

ARC reasserted that our policy is to approve courses, not instructors. Also, conveners need to be reminded to mentor new faculty and guide them as they propose new courses.

The meeting was adjourned at 1:00 PM.

Respectfully submitted,

Frances Shapiro-Skrobe